



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TRANSPORTATION MEDIUM/HEAVY TRUCK SUPV

Job Number: 20000608

Job Code: 17700V161216

Job Group: 1700 - AUTOMOTIVE AND MECHANICAL

Job Established: 07/16/1999

Job Revised: 12/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$20.193 - Hourly

\$3,281.38 - 37.5 Hr. Monthly Salary

\$3,500.00 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the activities and employees in a repair and maintenance facility. Responsible for the preventative maintenance and general operation of all highway equipment assigned to a particular highway district; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have eight years in automotive/truck repair technical experience including two years of automotive/truck repair supervisory experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Vocational or technical school training in automotive/truck repair or a related area will substitute for experience on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license. Must be ASE certified Medium/Heavy Truck Master Technician. <http://www.asashop.org/> Employees in this job title must furnish the agency's appointing authority within six months of appointment into the job, documentation that he or she possesses a valid Class A commercial driver's license. <http://transportation.ky.gov/driver-licensing/pages/commercial-drivers-license-information.aspx> Must maintain any required licensure(s), certification(s), or other credentials

for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns responsibilities, duties and work assignments to automobile/truck technicians and support staff in a repair facility. Coordinates all activities between employees and organizational staff. Reviews and inspects work for accuracy and completeness. Reviews and completes necessary forms, reports, requests and bills. Provides assistance for difficult mechanical or logistical problems. Maintains a continuous training program for automobile/truck technicians and support staff. Makes field inspections and gives instruction on proper preventative maintenance of highway equipment. Ensures the transfer and maintenance of an inventory of highway equipment within district area. Makes recommendations as to what new equipment is needed within their district. Prepares written reports for district and central office authorities relative to damaged equipment. Directs the maintenance of parts and equipment inventories and makes recommendations to correct irregularities. Road tests and inspects equipment repairs as needed.

UNIQUE PHYSICAL REQUIREMENTS:

Physical effort required in the performance of vehicle and equipment repairs.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title perform work in a garage facility.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.